

## ARCHIVES RECORDS TRANSMITTAL & BOX CONTENT LIST

Division of Archives and Records Management

		Archives Luse Only	Received By	Date	Accession	Number	
Name of Agenc	су	Office / S	Office / Sub-Division Prepare  Records Coordinator Telephone Number Records Co			ed By	
Records Coordi	inator	Records (				oordinator E-mail	
Location	Box/ Reel#	R	ecord Series / Fi	le Title		Dates	DAN
understanding t	hat the records	Transfer of Custody (Not Required for ansfers the records liste will become and remain	or State Government of above to the cus of the property of the	nent and Security tody and jurisdiction State of Washing	Microfilm) n of the Wash ton and shall I	ington State Arch be stored, referen	ced and managed
procedures of the		rs of the State of Washin rchives and Records Ma	inagement, and the	e instructions of the	State Archivi	st.	ne policies and
Signed: Official of Office	of Record	D		igned: rchivist			Date